

ASSOCIATE LANDSCAPE PLANNER ASSISTANT LANDSCAPE PLANNER

JOB SUMMARY: Under general supervision or direction, reviews landscape development plans for compliance with City regulations; plan checks landscape construction plans; inspects landscape improvement projects; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: The Associate Landscape Planner classification performs journey level landscape plan review and inspection work under direction. It is characterized by responsibility for moderately complex landscape planning, including project management and plan design with minimal supervision. The Assistant Landscape Planner is the entry level for the Landscape Planner series. The Associate Landscape Planner is distinguished from the Senior Landscape Planner by the latter's responsibility for the full range of difficult and complex landscape planning, including project management, advanced plan design, and supervision over the Landscape Planner series.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- 1. Reviews development plans for compliance with the City's landscape policies and regulations.
- 2. Performs construction landscape plan checks.
- 3. Performs field inspection of landscape improvement sites.
- 4. Confers with and advises landscape architects, developers, engineers, contractors and the general public regarding landscape planning matters; provides information and technical assistance regarding City landscape development requirements.
- 5. Assists in the preparation of construction plans, specifications, and cost estimates for landscape projects, irrigation systems, recreation facilities, and structures; prepares preliminary project sketches.
- 6. Participates in the development and implementation of the landscape planning policies; reviews and evaluates landscape planning services, methods, and procedures.
- 7. Assists in the preparation of a variety of technical documents including Requests for Proposals, grant applications, construction specifications.
- 8. Prepares and reviews reports for City administration, commissions, and City Council.
- 9. Assists in the compilation of a variety of landscape planning project data.

Associate Landscape Planner

In addition to the above, functions may also include:

- 10. Participates in the development of design standards and requirements; ensures functional use, aesthetic, and safety considerations are met.
- 11. Performs project management of landscape improvement projects; analyzes landscaping requirements and changes to facilities; analyzes data and develops recommendations.
- 12. Provides functional supervision over professional, technical and clerical personnel as assigned.

13. Assists in the development and implementation of departmental goals, objectives, policies, and priorities.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

Assistant Landscape Planner

EDUCATION: Equivalent to a Bachelor's Degree from an accredited college or university in landscape architecture, architecture, planning, or a related field.

KNOWLEDGE OF:

- Principles and practices of landscape architecture, irrigation design and construction, and plant maintenance.
- Principles and practices of modern land and infrastructure planning and construction.
- Methods and techniques of technical report preparation and presentation.
- Applicable federal, state, and local laws, codes, and regulations governing landscape planning.
- Field inspection practices.

ABILITY TO:

- Perform professional planning work in the area of landscape and park planning.
- Analyze, prepare, and review construction and land development plans and reports.
- Prepare working technical drawings, accurate technical specifications, and cost estimates for assigned projects.
- Develop designs incorporating City requirements and standards for functional use, aesthetics, and safety considerations.
- Read and interpret blueprints and technical specifications.
- > Provide lead direction and train staff; plan and coordinate work assignments.
- Interpret and apply applicable policies, procedures, laws, and regulations.
- Coordinate and monitor the field activities of employees.
- Provide functional supervision of subordinate personnel.
- > Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively, both orally and in writing.
- > Establish, maintain and foster positive, harmonious, and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at time of appointment and throughout employment.

CERTIFICATIONS:

➤ N/A

SPECIAL REQUIREMENTS:

➤ N/A

DESIRABLE:

- > One (1) year of recent professional experience in landscape planning or design.
- Public sector landscape planning experience.

Associate Landscape Planner

In addition to the qualification guidelines for the Assistant Landscape planner, the Associate Landscape Planner requires the following education and experience:

EDUCATION: Equivalent to a Bachelor's Degree from an accredited college or university in

landscape architecture, architecture, planning, or a related field.

EXPERIENCE: Three years in landscape planning, including design, plans examination, and

construction project coordination.

ADDITIONAL INFORMATION:

FLSA Exemption Status:

Non-Exempt

Employee Unit:

Unit 5, Technical/Professional Services

Job Family:

Planning

Class Progression:

Assistant Landscape Planner Associate Landscape Planner Senior Landscape Planner

Reports to:

Senior Landscape Planner

Supervises:

N/A

CLASS HISTORY:

Date Class Established: Revised Dates / Reason:

06/19/2013

Descious Title/s).

N/A

Previous Title(s):

Assistant Landscape Planner – Landscape Planner Lindo Matthews

Approved By HR Director:

Date Approved:

8/13/13